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## VENDOR APPLICATION

2012 Community Events

4th of July Festival and Chili Fest

### Event

This application may apply for either or both of the events listed below. However, the cost of the booth listed in this application is for one event only. You must pay the cost for each event at the time of application.

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**4th of July Festival**

July 4th, 2012

Community Park

8:30 am - 12:00 pm

Parade followed by pancake breakfast and lots of family fun

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**12th Annual Chili Fest**

September 8th, 2012

Community Park

3:00 pm - 7:00 pm

A "red hot" celebration with a chili/salsa cook-off, live music and community booths

### Vendor Information

Company Name (If Applicable) \_\_\_\_\_

Contact Full Name \_\_\_\_\_

Mailing Address \_\_\_\_\_

Phone Number \_\_\_\_\_ On-Site Phone Number \_\_\_\_\_

Fax Number \_\_\_\_\_ Email Address \_\_\_\_\_

Superior Chamber Member ☐ Yes ☐ No (Please note that booth fee is waived for all chamber members)

### Booth Description

☐ Business ☐ Craft ☐ Information ☐ Game ☐ Non-Profit ☐ Other: \_\_\_\_\_

Please describe your booth set up and any special needs you may have. Include everything that is applicable, i.e. tents, tables, product list and price range, special promotions, signage, overall look, location request. Please be thorough as this information will enable us to make appropriate booth assignments.

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### BOOTH PRICING

**Booth Space** 12' x 12' (includes 1 8ft. table and 2 chairs)

Wednesday, July 4th \$50\*/event \$ \_\_\_\_\_  
**4th of July Festival**

Saturday, September 8th \$50\*/event \$ \_\_\_\_\_  
**Chili Fest**

\*Non-profit organizations offering free information can book booth space for \$15 / Superior Chamber Members receive a 12x12 free booth space (you must pay for any booth extras—tables/chairs, tents)

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**\*Booth Extras** (optional)

Additional Table and Two Chairs \$20/event \$ \_\_\_\_\_

10'x10' Pop Up Tent \$90/event \$ \_\_\_\_\_

**Electricity** (optional)

Outlet (each) \$25/event \$ \_\_\_\_\_

Dependent on space availability

**TOTAL FEES DUE** \$ \_\_\_\_\_

\*Each booth space includes a 12x12 area for booth set up as well as an 8 ft. table and 2 chairs. Space does not include a tent, but one is recommended to provide a comfortable experience. You may rent a pop up tent or extra tables/chairs for and added fee.

### PAYMENT OPTIONS

**Check**

Make the entire amount payable to:

Town of Superior

**Credit Card**

Fill out the credit card portion below.

Please bill my: ☐ Visa ☐ Mastercard

Name as it appears on card: \_\_\_\_\_

Card number: \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_

Authorization Signature: \_\_\_\_\_

Expiration Date: \_\_\_\_ / \_\_\_\_

**Please send payment with application to:**

Town of Superior—Attn. Katie Rummel

124 E. Coal Creek Drive

Superior, CO 80027

**Or fax to :**

303-494-2521

**Please Note: Full payment must be made with submission of application. Booth space is limited and will only be confirmed when payment is received.**

All The Details believes in equal opportunities for all vendors and we will seek to fairly evaluate all applications. We reserve the right to deny acceptance of any applicant if past experience or other factors warrant exclusion, in this case, the booth fee will be refunded in full.

**As a participant of a Town of Superior Community Event, I fully agree to the following:**

I recognize and acknowledge that I assume full risk of any injury, property damage or loss which I may sustain as a result my participation in a Town of Superior Event. Furthermore, I understand that I should carry my own insurance and that I store my products at my own risk.

Vendors are responsible for charging any applicable sales tax for items sold. All sales tax must be submitted to the state. Knowing taxes and licensing is the law, and the responsibility of the vendor.

All vendors will be responsible for move in/move out and set up of their own booth. Please note that vehicles are not allowed on the ball fields at Community Park- you will need to make the appropriate arrangements to move your goods if you are at the back of the field. There is a gravel warning track around the outside of the field.

Full refunds for cancellations will be given up to 30 days prior to the event. Within 30 days of the event, a 50% refund will be given, if the booth can be re-sold, and within 10 days of the event, there will be no refunds.

All vendors must clean up their booth area before leaving. All The Details strives to make each event a Zero Waste Event. We utilize all biodegradable plates, napkins and utensils, and recyclable cups. The goal at a Zero Waste event is to plan ahead and distribute only materials that are recyclable or compostable (not any materials that will end up in a land fill). There will be very few trash cans at the event, instead "Zero Waste Stations" for recycling and composting collection will be available throughout the event.

I agree to sort my discards and make use of my vendor Zero Waste station. I agree to clean up my area before leaving the park at the end of the event.

Compostable products are available through Eco-Products of Boulder: [www.ecoproducts.com](http://www.ecoproducts.com), 303-449-1876 and Green Logic of Fort Collins: [www.green-logic.net](http://www.green-logic.net), 970-484-1740.

**ALL VENDOR APPLICATIONS MUST BE ACCOMPANIED BY THE SIGNED ECOCYCLE ZERO WASTE AGREEMENT.**

Signature of Participant: \_\_\_\_\_ Date: \_\_\_\_\_

## 100% Zero Waste Participation Agreement

Dear Vendor:

Thank you for your interest in participating at a Town of Superior Community Event! We are proud to announce that with the help of Eco-Cycle, this event will be a **Zero Waste event**.

The goal at a Zero Waste event is to plan ahead and only **distribute materials that are locally recyclable, compostable or reusable** (no materials that have to be landfilled). We have included examples of local recycling and composting guidelines with this contract so you know which types of materials will be acceptable to distribute. **Please note that you will be asked to remove any non-compliant materials during this event.** As a vendor handing out products at this event, **you are the key** to the success of our Zero Waste initiative.

If you will be generating “back-of-house” waste as you operate you will be given a three bin station to collect your discards. Throughout the event it is important that you sort your materials into the appropriate bin of compostables, recyclables or trash. Eco-Cycle staff will be available to answer any questions and empty bins as they become full.

If you have any questions as to whether your items are considered recyclable or compostable, please call Eco-Cycle at 303-444-6634. Visit [www.ecocycle.org/zwevents/services/index.cfm](http://www.ecocycle.org/zwevents/services/index.cfm) for information on Eco-Cycle’s Zero Waste Vendor Certification program.

### Guidelines to Distribution of Zero Waste Materials

Acceptable	Not Acceptable
Office paper, including flyers, brochures, programs, etc. Post-consumer or recycled content preferred.	Neon, fluorescent, goldenrod and dark colored paper or Kraft (orange-brownish) envelopes.
Paper sampling cups ( <u>without a plastic liner</u> ), wax sampling cups, compostable corn-starch sampling cups or <u>#1, #2 &amp; #5</u> plastic sampling cups (greater than 6 ounces).	Styrofoam containers, paper containers with a plastic liner or plastic containers less than 6oz.
Unwrapped samples distributed with a paper napkin, paper plate or wooden toothpick.	Individually packaged foods (chip bags, energy bar wrappers, candy wrappers, cellophane, etc).
Unpackaged promotional materials that are reusable (pens, key chains, etc.).	Plastic bags or plastic packaging.
Aluminum cans and plastic and glass bottles.	One-time use decorations, such as plastic tablecloths, stickers, balloons, confetti, etc.



## 100% Zero Waste Participation Agreement

### *Signature Page*

As a vendor participating in a Town of Superior Community Event, I agree to distribute my product in locally recyclable or compostable serviceware, per Eco-Cycle's guidelines. Vendors will purchase appropriate serviceware for the event. I also agree to sort my discards and make use of my Vendor Zero Waste station during the event.

**Please clearly list all items you will be distributing and the materials associated with those items:**

*Example: Company brochure*

*Drink samples in wax paper cups*

*Keychain with company logo*

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<hr/> <div>Business Name</div>	<hr/> <div>Employee (print name)</div>
<hr/> <div>Phone Number</div>	<hr/> <div>E-mail Address</div>
<hr/> <div>Signature</div>	<hr/> <div>Date</div>

**Please send signed agreement to:**

**Town of Superior—Attn. Katie Rummel**

**124 E. Coal Creek Drive**

**Superior, CO 80027**